

## **iPad Orientation & Directions**

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### **Power button**

1. Hold the iPad so the round button along the edge is on the right, and the small black camera lens is on the left. \* (right for iPod)
2. The Power button is now the top left button, along the left side.
3. Press once to turn iPad on.
4. When the iPad is in Sleep mode, press Power button once to bring it out of Hibernation.
5. Press and hold Power button to get the “Power Off” menu.
  - a. Near the top of the screen there will be a red “slider” box.
  - b. Do a 1 finger drag across the box to shut the iPad off.

\*You can hold the iPad in a different position. Reorient yourself to the location for the Power button.

### **Home Page**

- can be multiple “pages” in size
- is the equivalent to the PC Desktop screen
- is the location where you will find the permanent (preinstalled) applications (“apps”) listed below.

1. Messages
2. Contacts
3. iBooks
4. Reminders
5. Maps
6. Camera
7. Games Center
8. Video
9. Photos
10. Photo booth
11. Facetime
12. Mail
13. Calendar
14. Newsstand
15. App store
16. Settings

### **ACTIONS on the FRONT of the iPad**

The ½ inch edge around the screen has a Home Button and a forward facing Camera.

1. **Home button** has a raised round edge and is indented.
  - a. Determine your preference for the location of the Home button. You may wish to use your handedness to lock the Home Page rotation.
  - b. E.g. If you are right handed, you will most likely want to position the iPad in the Landscape orientation, with the Home button on the right. (When activated, Voiceover will announce that as, “Landscape, Home button to the right.”)
  - c. As a result of placing the Home button where you want it, the orientation of the Home page will flip so it is properly oriented.
  - d. Once you are in any other location on the iPad, one press of the Home button will take you back to the Home page.
  - e. To lock the Home page orientation, see “ACTIONS on the (back) SIDE of the iPad” item #1.
2. The forward facing **Camera** is along the edge, directly across the screen from the Home button.
  - a. To take a photo of what is on your screen (comparable to a PC’s “Print Screen” function), press and hold the Home **and** Power buttons simultaneously. Release both.
  - b. Keep the iPad still.
  - c. You should hear the camera shutter “click”. Photos taken are stored in the Photos container, which is found on the Home page.

**ACTIONS on the (back) SIDE of the iPad**

1. With the Home button on the right, the Side Switch is on the top left (back side). This toggle switch slides left (to unlock) and right (to lock) the screen rotation.
  - a. Some apps will not run in Landscape orientation. Unlock the screen rotation and flip the iPad into Portrait orientation.
  - b. The Side Switch also allows you to change between Mute and Speak when you change its function in the General Settings. Mute will not go into effect when VoiceOver is on.
2. The Volume Switch is to the immediate right of the Side Switch. This toggle switch moves left for louder, and to the right for softer.

**???? Backward facing Camera functions????**

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### Gestures

These are finger movements needed to access iPad features.

1 finger “**drag**” down from top -- opens up a drop down menu, with reminders and calendar events

4 or 5 finger “**tap & drag**” up toward top (touch the screen and drag fingers upward) – will open the multi-tasking bar, which holds the open apps, and is located at the bottom of the screen

4 or 5 finger **swipe** (fast movement across screen) to the right or left—enables you to switch between open apps. One open app will show on the screen at a time. Continue doing the 4-5 finger swipe until you see the app that you need.

To go from an open app back to Home page, use a 4 or 5 finger **pinch** (start with an open hand position and move to a closed hand position—all fingers meet in center). The app will minimize and be placed onto the taskbar; easily accessible for later use.

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### HOME BUTTON FUNCTIONS

1. **1 press** will return to the Home page from other locations on the iPad.
2. **1 press** when on the Home Page, will go to the “Spotlight,” otherwise known as the Search feature. This feature will enable you to search the entire iPad (emails, Google, documents, apps, etc.)
3. **2 quick presses** will go to the Taskbar.
4. **3 quick presses** (“Triple Click Home”) will activate whatever you set it to do in the Accessibility Options menu. (e.g. Turn on VoiceOver, turn on Zoom Magnifier, etc.) See Accessibility Options.

### TASKBAR

To get to the taskbar **(from anywhere on iPad???)**

1. do a 4 or 5 finger drag up
2. **OR** tap the Home button twice quickly.

To close an open app which is on the taskbar

1. Press and hold the icon.
2. It will wiggle, and the icon will have a “minus” sign in the top left corner.
3. Tap anywhere on the app icon to close it.

**\*\* If you leave apps running on the taskbar, you will quickly drain the battery!**

- a. You will get a low battery warning at 10% charge, and every percent after that until it is totally discharged.
- b. Put the iPad in the OFF position. Plug battery charger in. The charger port is **along the back right side of the iPad(?)**, directly beneath the Home button.
- c. It should only take 1-2 hours to fully charge it. If the iPad is not turned off while charging, then it may take 3+ hours to charge.

## **ACTIONS on the HOME PAGE**

To move a Home page app icon

1. Press and hold on icon, release
2. Icon should wiggle and have an “X” at the top left of the icon.
3. Tap and drag the icon to the new location.

To delete an app icon from the Home page

1. Press and hold on icon, release
2. Icon should wiggle and have an “X” at the top left of the icon.
3. Tap the “X”.
4. The app is still available; it is stored on iCloud or iTunes.

To group icons (e.g. to have all of your teaching apps for one subject in one “folder”)

1. Press and hold on icon, release
2. Icon should wiggle and have an “X” at the top left of the icon.
3. Press and hold on one desired icon, and drag it on top of another icon for that group, then release.
4. You get a new screen with those 2 app icons in the “container” (folder).
5. A title bar is at the top of the container with a title that iPad chose.
6. If you want a new name for that container, tap on the “X” at the far right of the title bar.
7. A keyboard will appear. Type the container name you want, and press the “Done” key on the keyboard.
8. You will be taken back to your Home page.
9. If the title is too long to fit on the icon, you can use VoiceOver to hear the entire title.
10. Once a container is made, you can tap and drag other icons into that container from a Home page.

To open a desktop container (folder)

1. Tap and release the container.
2. The container and its contents will be shown at the bottom of the screen, with the title bar above the icons.
3. Once a container is made, you can tap and drag other icons into that container from a Home page.

## **\*\*\*\*\* Start here next time**

The “dock”

To move apps between Home pages

1. Press and hold app icon, then release.